

A, Tab 1

OUTGOING WIRE CHECKLIST

u 1. Received printed wire instructions (with 2 signatures)

CALL-BACK VERIFICATION

Verification: Wan

Call Back # _____

Employee: Kathy LehmannTIME/DATE: 9:00 12/11/23u 2. Initiate wire on Silverlakeu 3. Create Outgoing wire on Silverlake-WAIT FOR MESSAGE!!!u 4. Download wire from JHA Express Menux 5. Add to Foreign Wire Log If applicableu 6. Import file to Fedline Advantage(u) 7. Verify wire on Fedline Advantage(u) 8. Print wire advice information on Fedline Advantage(u) 9. Check activity summary to make sure wires have been processed - status should be "Completed"X 10. Email verification completed (If required)Silverlake: uFedline: uInitiate: uInitiate: uVerify: uVerify: (u)Acct. name: Powerfan WashesAcct. number: [REDACTED] 9350Amount: 360,801.37